



An Equal Opportunity Employer  
**CAREER OPPORTUNITY**

Recruiting to Begin Immediately –  
Open until Filled

HUMAN RESOURCES  
301 W High Street, Suite 720  
Jefferson City, MO 65101

Interested candidates should:  
Send a cover letter, resume, and writing sample to:  
[Rachel.Potts@ded.mo.gov](mailto:Rachel.Potts@ded.mo.gov)

## Legal Counsel Administration

Come join the team that is committed to creating greater opportunities for all Missourians to prosper. Missouri's Department of Economic Development (DED) authorizes hundreds of millions of incentive dollars each year to entities that create jobs and invest in our communities. DED must remain a judicious steward of public resources and ensure incentive-associated risks are appropriately low. DED also must assist the General Assembly with understanding the potential impact of proposed incentive-related legislation. Are you eager to help DED serve as a responsible steward of tax dollars? If so, we want to hear from you!

### Your Primary Focus Will Be:

Objective 1: Support DED's customer-facing teams by conducting due diligence research on organizations and their key stakeholders, ensuring that legal, business, and other risks are known and avoided or minimized.

- Conduct criminal and civil research within federal and state courts and other databases
- Assess business risk through use of proprietary and non-proprietary tools
- Exercise discretion in the use of other investigative techniques to evaluate reputational and other risks
- Elevate identified risks to counsel as appropriate
- Timely communicate results to teams and keep accurate and accessible records of due diligence efforts
- Constantly strive to improve customer service by developing process improvement ideas
- Implement and measure effects of process improvements

Objective 2: Partner with legislative and financial systems teams to maintain high quality and efficient fiscal note process.

- Review proposed legislation and initiative petitions, identifying and communicating potential fiscal and operational impact and constitutional or other legal issues
- Develop and coordinate timely responses with program subject matter experts across divisions
- Work closely with fiscal manager, legislative liaison, and counsel as necessary

Objective 3: Partner with DED's internal stakeholders to review, revise, develop, and implement program forms, guidelines, agreements, summaries, and regulations.

- Provide recommendations to improve current documents and devise new ones
- Assist with departmental review of DED's administrative regulations

Objective 4: Provide legal support for General Counsel and Deputy General Counsel.

- Perform special projects as assigned, including researching, summarizing, and providing recommendations
- Assist with Sunshine Law, litigation, or other document production
- Assist with drafting departmental training or informational sessions for internal and external stakeholders

**Required Skills:**

- Strong research capabilities accompanied with perseverance and thoroughness
- Ability to review legislation and discern potential departmental impact
- Analytical ability to assess and calibrate objective and subjective risks
- Strong written and oral communication abilities
- Willingness to ask questions and incorporate responses into final product
- Ability to self-direct by organizing and prioritizing multiple tasks and deadlines and timely completing tasks
- Attention to detail in a fast-paced environment
- Ability to focus on financial and operational impact versus policy preferences
- Customer service orientation
- Ability to work alone or within a group

**Compensation:**

- Annual Salary based upon credentials: \$45,000 - \$50,000
- Comprehensive benefit package valued at approximately 80% of gross annual salary including 20 hours of sick/vacation time earned per month, minimum of 12 paid holidays, low-cost health insurance options and no-cost life insurance.

**Qualifications:**

Required:

- Possess a juris doctor from an accredited university and be in good standing with The Missouri Bar
- *Note: Will consider graduates pending bar exam passage*

Preferred:

- Direct experience with, or a knowledge of, tax credit programs
- Education or experience in finance and/or economics
- Background in drafting or reviewing legislation
- Experience in government, or a passion for civil service
- Experience/training in public relations or demonstrated political acumen in high-profile circumstances